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COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

MEMORANDUM

DATE: July 13, 2010

TO: All Interested Parties

FROM: State Building Code Administrative Office

SUBJECT: Instructions for Completing Dealers Application

Pursuant to §36-85.18 of the Code of Virginia, the Manufactured Housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salesperson. Below, you will find detailed instructions on how to properly complete the necessary application to become licensed as a dealer. Should you have any questions or comments, you may contact Debra Winston-Bowles, State Building Code Administrative Office at (804) (804) 371-7160.

QUESTION 1

The type of application will be either an initial or a renewal license for which you would have received a renewal notice. In the case of a renewal a completed application form must be submitted along with your renewal notice.

QUESTIONS 2,3,4 and 5

Information on the business should be for the office that is actually becoming licensed. Each business office is required to have a separate license. All information should pertain to that particular location or office.

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QUESTION 6

Name and title of individual designated “In Charge” would be the one person who is responsible for the daily operation of the office and it’s employees.

QUESTION 7

List the name of the individual applying for the license. This individual will be contacted if we have any questions or concerns.

QUESTION 8

Email address of individual applying.

QUESTION 9

Your Federal Identification Number is a nine-digit number assigned to you by the federal government for taxation purposes.

QUESTIONS 10 and 11

List the state in which you applied for and obtained incorporation. Business Hours should reflect the hours you have posted at the site.

QUESTION 12

All owners, officers, partners, etc. should be listed by their full names, titles and complete mailing addresses, including street and or post office box. This information will be retained in your file and should be updated as necessary.

QUESTION 13

List any licenses you have held in Virginia in the last five years. All license numbers should be listed. If your previous license was issued through the Department of Motor Vehicles, please indicate this as well.

QUESTION 14

Please list any other business locations owned by the same company or corporation and currently licensed or to be licensed by the Manufactured Housing Board.

QUESTION 15

List the full names of all employed salespeople along with full physical description. This includes date of birth, sex, height, weight, hair and eye color. You should attach a separate sheet if necessary.

QUESTION 16

List the name and license number for any and all manufacturers you are currently doing business with. This will include any manufacturers you have a contract with, have accepted a shipment from or have plans to accept shipments from. You should attach a separate sheet, if necessary.

Finally, you need to complete the questions concerning convictions and sign the “Statement of Compliance”.

Return your completed application, a copy of your current financial statement, verification of a business office as well as verification of a permanent business sign (photographs are acceptable) and a check or money order made payable to the “Treasurer of Virginia”. The initial license fee is \$150.00 and the Transaction Recovery Fund fee of \$500 per location. The annual license renewal is \$100.00 per location.